

RESOLUTION NO. 2007-17

A RESOLUTION ESTABLISHING FEES, DEPOSITS AND POLICIES REGARDING THE CREATION AND ADMINISTRATION OF REIMBURSEMENT DISTRICTS.

WHEREAS, Ord. No. 300 Allowing for the Creation and Administration of Reimbursement District (adopted 20 August 2007) provides in Section 3(D) that the council shall establish certain fees and charges by resolution; and

WHEREAS, the City Council annually establishes fees by resolution for the reimbursement of staff and contract employee time (last adopted 19 March 2007 through Res. No. 2007-03); NOW THEREFORE

THE COMMON COUNCIL OF THE CITY OF GARIBALDI RESOLVES AS FOLLOWS:

Section 1. Processing Fee for a Reimbursement District. Actual costs will be charged for establishing the reimbursement district. The City Administrator will require a deposit estimating the actual costs and any of the deposit remaining when the process is completed will be returned to the payee. The Administrator may adjust the cost estimates based upon a preview of the application. If the process costs more than the deposit, the applicant shall be charged for the remaining costs.

Section 2. Cost Estimating. Resolution No. 2007-03 or subsequent resolutions will be used for determining staff rates. In addition, estimates for postage, recording fees and notice publishing will be based upon the most recent data available.

Section 3. Deposit at time of adoption. Upon adoption of this resolution, Exhibit A will represent the base charge for determining the deposit until staff rates, postage, recording fees and publishing costs are adjusted.

PASSED BY THE COMMON COUNCIL AND APPROVED BY THE COUNCIL PRESIDENT, this 20th day of August, 2007.


Hon. Suzanne McCarthy, Mayor

ATTEST:


Kevin M. Greenwood, Administrator/Recorder

EXHIBIT A

Ord. Section	Process	Position	Hrs.	Rate	Total
Section 3(B)	Processing of application	Clerk	1	28	28
Section 3(B)	Review of processing fee	CA	1	41	41
Section 4	Review of application	CA	1	41	41
		PWD	1	37	37
Section 4	Sched. Hearing/notice	Clerk	1	28	28
	publication		1	300	300
Section 4	Prepare Staff Report	CA	3	41	123
		PWD	2	37	74
Section 4(I)	Prepare Draft Res. I	CA	2	41	82
Section 5(B)	Review proposed charge	PWD	3	37	111
		CA	2	41	82
Section 6(A)	Notice and Mailing	Clerk	3	28	84
	postage		1	200	200
Section 6(A)	Sched. Hearing/prepare	CA	1	41	41
		Clerk	3	28	84
Section 6(B)	Hearing I	CA	3	41	123
		PWD	3	37	111
		Clerk	1	28	28
Section 6(B)(4)	Draft Res. II	CA	2	41	82
Section 6(B)(6)	Post hearing recap/mailing	CA	2	41	82
		Clerk	2	28	56
	postage		1	200	200
Section 7(A)	Preview Reimb. Res.	PWD	2	37	74
		CA	2	41	82
Section 7(B)	Staff Report	PWD	2	37	74
		CA	2	41	82
		Clerk	1	28	28
Section 7(C)	Notice and Mailing	CA	1	41	41
		Clerk	2	28	56
	postage		1	200	200
Section 7(C)	Sched. Hearing/packet	CA	1	41	41
		Clerk	3	28	84
Section 7(C)	Hearing II	CA	3	41	123
		PWD	3	37	111
		Clerk	1	28	28
Section 7(D)	Draft Ord.	CA	2	41	82
		Attorney	2	100	200
Section 8	Notice and Mailing	CA	1	41	41
		Clerk	3	28	84
	postage		1	200	200
Section 9	Record assessment	Clerk	3	28	84
	recording fees, other		1	609	609
Section 12(D)	setup accounts	CA	2	41	82
		Clerk	2	28	56
TOTAL					4500